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Staff and Branch Chiefs

29 November 1950

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Chief, [REDACTED]

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[REDACTED] Move to "I" Quarters

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1. Attached hereto in tabular form is schedule for [REDACTED] move, listing duties of all personnel involved and approximate order of move. It has been estimated that a minimum of two days will be required for the move. However move will continue into third day if not completed in estimated time.

2. General Instructions:

a. Personnel having assigned duties during the move will be appropriately advised by their Branch or Staff Chiefs.

b. All personnel will report promptly at the scheduled time and place. They will remain on duty until they have personally ascertained that all furniture and equipment belonging to their sections have arrived at the new location.

c. The Chief, [REDACTED] Branch and his deputy will be present and on duty during all phases of move of [REDACTED] Branch.

d. Personnel assigned to Quarters I for move will know locations of telephones and of all major items of furniture ^{DND} equipment to be placed in their offices.

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